

**JOB ANNOUNCEMENT**  
**#2016-014, Posting Date June 1, 2016**  
**ADMINISTRATIVE ASSISTANT, BILL TRACKING SECTION**

The Legislative Research Commission is currently accepting applications for the position of Administrative Assistant for its Bill Tracking Section.

The Bill Tracking Section is responsible for the generation, distribution, and tracking of folders for bill drafts requested by the General Assembly, and the coordination of changes to bill drafts and bills with our bill drafters. In addition, the Bill Tracking Section coordinates the delivery of committee meeting notices and updates staff and committee member assignments.

The Administrative Assistant provides professional administrative support to the Bill Tracking staff, including the coordination of copies of legislation between staff, legislators, and the House and Senate Chambers, as well as routine clerical duties (typing, filing, and telephone responsibilities); preparing correspondence; interacting with external agencies, personnel, and citizens, as needed; and other related duties.

**Typical Duties:** In coordination with lead Bill Tracking personnel, the administrative assistant's duties are:

- Coordination of flow of folders for bills, resolutions, and committee substitutes between bill drafters, Statute Revision, the Bill Processing Section, and the House and Senate Chambers;
- Maintenance of the filing system for bill requests;
- Tracking of bill requests once assigned and versions of bills once drafted;
- Preparation of bill request folders and necessary memoranda;
- Updating of the bill request log;
- Initial distribution of bill folders to bill drafters;
- Coordination of bill draft reviews and processing with Statute Revision and Bill Processing;
- Distribution of bill drafts to bill drafters when bill requests are completed by Bill Processing for drafter approval;
- Notation of FISSTAT (fiscal impact) form impact and distribution of bill draft and FISSTAT form for assessment of bill draft's impact on affected area;
- Verification that the correct version of bill draft is jacketed for delivery to the appropriate chamber and sponsor;
- Jacketing of the final version of drafted bill requests for delivery to the appropriate chamber and sponsor;
- Coordination of production of proposed and adopted committee substitutes;
- Verification of the accuracy of adopted committee substitutes;
- Preparation of documents for prefiling of legislation and notification of completed drafts to sponsors;

- Jacketing of prefiled bill drafts and bills to be introduced and making cover sheets for passed bills and making delivery to print shop;
- Coordination of Web site updates relating to completed prefiled and introduced bill drafts;
- Coordination with House and Senate Clerks of GA and EN versions of bill prepared in advance for expedited treatment;
- Distribution of passed bills to the chamber clerks and Statute Revision;
- Preparation of prefiled bill reports for LRC meetings;
- Control and maintenance of the electronic legislator committee assignment system;
- Processing of committee assignment reports from the House and Senate Clerks;
- Processing of committee assistant requests for memberships of legislative committees;
- Creation, printing, and distribution of committee meeting reminder mail-out materials;
- Maintenance of committee staff changes;
- Maintenance of committee and task force membership changes received from the House and Senate Clerks and the LRC; and
- Posting of meeting agendas for each meeting.

**Preferred Qualifications:** Postsecondary course-work is preferred; a high school diploma or equivalent is required. Candidates should have a minimum of four (4) years' experience in responsible administrative positions, preferably in state government or a related field. Candidates with other combinations of education and experience uniquely related to this position may be considered. Knowledge of state government and the legislative process, preferably relating to the flow of legislation, will be given added consideration.

**Desired Attributes:**

- Excellent verbal and written communications skills to communicate effectively and impartially with others involved in the legislative process;
- Excellent organizational and interpersonal skills;
- Ability to multitask accurately in a time-sensitive and high-pressure environment;
- The ability to work independently as well as in a team environment;
- The ability to maintain strict confidentiality of bill drafts;
- The ability to work under pressure and meet specific deadlines; and
- Excellent skills in using Microsoft Office products including Word, Excel, and Outlook, and the ability to learn quickly new computer applications.

The individual selected for this position must have a positive attitude and strong work ethic, and be public service oriented with the ability to maintain a good rapport with LRC staff. The individual must have a strong attention to detail and be able to work under stress, with the understanding that during legislative sessions and occasionally during the interim period, working overtime will be required.

This is a permanent, full-time position with benefits including health and life insurance, retirement plan and paid holidays, vacation, and sick days.

**Application Deadline:** The review of applications will begin immediately and positions will remain open until filled.

**How to Apply:** All persons meeting the qualifications and who are interested in this position are encouraged to submit a cover letter and current resume. Please send a completed state application or resume via email to: [LRCresumes@lrc.ky.gov](mailto:LRCresumes@lrc.ky.gov) and list the job title in the email subject line.

Alternatively, applicants may mail these materials to:

William J. O'Brien  
Assistant Director for Human Resources and Professional Development  
Legislative Research Commission  
702 Capitol Avenue, Capitol Annex Room 104  
Frankfort, Kentucky 40601

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